

## CITY OF ROSWELL, NM

EOE

POSITION OPENING #15-008

**POSITION:** Assistant Laboratory Technician

**DEPARTMENT:** Water - Sewer City Lab

**WORK SCHEDULE:** 7:00 am to 3:30 pm, Monday through Friday. Hours may vary to include evenings, weekends & holidays

**SALARY RANGE:** \$13.2285 to \$16.8833 per hour

**STATUS:** Regular Full-Time

**OPENING DATE:** January 9, 2015

**DEADLINE TO SUBMIT REQUIRED APPLICATION:** January 23, 2015

### ASSISTANT LABORATORY TECHNICIAN

#### Definition and Distinguishing Characteristics

This is a full-functioning position in conducting chemical bacteriological analysis for the City's Wastewater Treatment Plant.

Work is performed in accordance with standard laboratory methods, with the tasks being moderately complex but routine and repetitive in nature. Decisions are limited by established procedures with unusual occurrences or events being called to the attention of the City Chemist, Laboratory Technician or Wastewater Treatment Plant Superintendent. The work requires knowledges which can be acquired on the job, but only with considerable supervisory participation. The employee exercises no supervisory responsibility and works fairly independently, receiving only general supervision from a superior who reviews analytical results. Quality Assurance/Quality Control is evaluated by the New Mexico Environmental Division (ED) and Environmental Protection Agency (EPA). Work involves some element of personal risk in the handling of raw sewage and industrial waste products.

#### Typical Examples of Work Performed

Operates and maintains automatic samplers.

Assists Wastewater Pretreatment personnel in collecting and preserving samples.

Performs bacteriological tests on treated and raw wastewater samples using both the multiple tube fermentation method and the membrane filter method. Prepares media for testing of water samples.

Performs bacteriological analysis pertaining to wastewater treatment. Tests for inorganic elements, performs biochemical oxygen demand analyses, dissolved oxygen analyses, chemical oxygen demand, as well as analyses on volatile solids, suspended solids, and other regular tests required of the Wastewater Treatment Plant Laboratory.

Collects water samples at random locations throughout the City's water distribution system.

Performs tests on known samples for control purposes and in accordance with state and federal requirements.

Maintains and cleans laboratory equipment, glassware and other related equipment.

Monitors chlorine in treated water.

Performs laboratory tests in the absence of the Laboratory Technician.

May drive City vehicles.

Performs related work as required.

#### Knowledges, Skills and Abilities

Thorough knowledge of standard laboratory methods for the chemical and bacteriological analysis of water.

Knowledge of the usage of laboratory equipment such as: autoclaves, incubators, pH meters, and other related equipment involved in chemical and bacteriological analysis.

Knowledge of random sampling methods for water distribution systems and Wastewater Treatment systems.

Knowledge of the media and cultures necessary for the performance of bacteriological tests.

Ability to conduct laboratory analysis safely and efficiently.

Ability to keep accurate and legible records.

Ability to drive City vehicles safely and efficiently.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

#### Minimum Requirements of Education and Experience

Graduation from a standard senior or vocational high school.

#### Necessary Special Qualifications

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and have a satisfactory driving record.

Must possess, or acquire within one (1) year from date of hire, and maintain a Level I Wastewater Facilities Operator's certificate issued by the State of New Mexico.

#### Other Necessary Requirements

Must be able to pass rigid background investigation including work history, criminal records, driving records and other records deemed necessary.

Must pass a post-offer pre-employment limited physical given by a City-designated physician.

Must provide proof of, or obtain within 30 days, immunization against tetanus and diphtheria. If immunized for these over 10 years ago, must have proof of, or obtain, a booster.

Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

#### Desirable Special Qualification

Possess and maintain a Level IV Wastewater Facilities Operator's certificate issued by the State of New Mexico.

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES  
DEPARTMENT AT CITY HALL, 425 N. RICHARDSON, (575) 624-6700, EXT. 268**